

PERSON SPECIFICATION

POST: Assistant Information Quality Officer, Band 4

DEPARTMENT: Information Quality Team

FACTOR	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education, Qualifications and Vocational Training	<ul style="list-style-type: none"> 5 GCSEs including English or equivalent standard of education with the emphasis on numeracy and literacy and/or NVQ level 3 in relevant subject (or equivalent experience). 	<ul style="list-style-type: none"> Microsoft Excel qualification. 	Application Form Certificates
Relevant Experience	<ul style="list-style-type: none"> Data management, Reporting and/or Clinical System experience. Intermediate knowledge of IT systems and standard office software packages such as Outlook, Word, Excel, PowerPoint and Access, with a particular emphasis on Microsoft Excel. Experience of working to and meeting deadlines. 	<ul style="list-style-type: none"> Experience of working in the NHS. Experience with the SystmOne clinical system. 	Application Form Interview
Knowledge and Skills	<ul style="list-style-type: none"> The ability to demonstrate effective communication skills and communication at all levels of the organisation and with external organisations. The ability to work in a busy office and pressurised environment. The ability to deal appropriately with sensitive and confidential information. The ability to help and effectively deal with people, even under stress, in a calm, patient and tactful manner. The ability to interpret and present information and data effectively. The ability to prioritise and organise a diverse workload. The ability to work as an effective team member. 	<ul style="list-style-type: none"> Existing knowledge of Data and Reporting within a healthcare environment. Experience producing analytical data for a range of recipients, with an emphasis on timeliness, clarity, and accuracy. 	Interview

Attributes	<ul style="list-style-type: none"> • Motivated • Reliable • Conscientious • Methodical • Able to work individually and as part of a team. 	<ul style="list-style-type: none"> • Adaptable to change 	Application Form Interview References
Physical and Mental Effort	<ul style="list-style-type: none"> • Able to deliver sustained periods of detailed work, work accurately under pressure and meet set deadlines. • Access to transport and the ability to travel within the required geographical area. • Light physical effort. 		Occupational Health Screening and or Interview